



Longley Park
SIXTH FORM

Job Description and Person Specification

Academic Tutor



BRIGANTIA
LEARNING TRUST

Creating excellence together

Introduction from the Executive Principal

Welcome to Longley Park Sixth Form,

Thank you for considering to apply for the role of Academic Tutor and joining our Longley Park Sixth Form team within Brigantia Learning Trust. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

Longley Park Sixth Form is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,200 students study a wide range of courses from Transition to Level 2 to Level 3 Applied Generals and A Levels. Our students go on to some excellent destinations. In 2018, Ofsted rated the Sixth Form as 'good' stating "staff and students value the rich diversity of the Sixth Form population. They work harmoniously with each other in an atmosphere of respect and tolerance. Students learn, develop and put into practice British values during their time at Sixth Form". We welcomed the comments around leadership and management affirming that "leaders, managers and governors have high expectations of staff and students."

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust.

I hope you are interested in joining us on our journey.



Jamie Davies
Executive Principal

For more information or a confidential conversation about the role, please contact Matt Fieldsend on MFieldsend@brigantiatrust.net.

Longley Park Sixth Form

Vision and Strategic Objectives

Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

Our Strategic Objectives

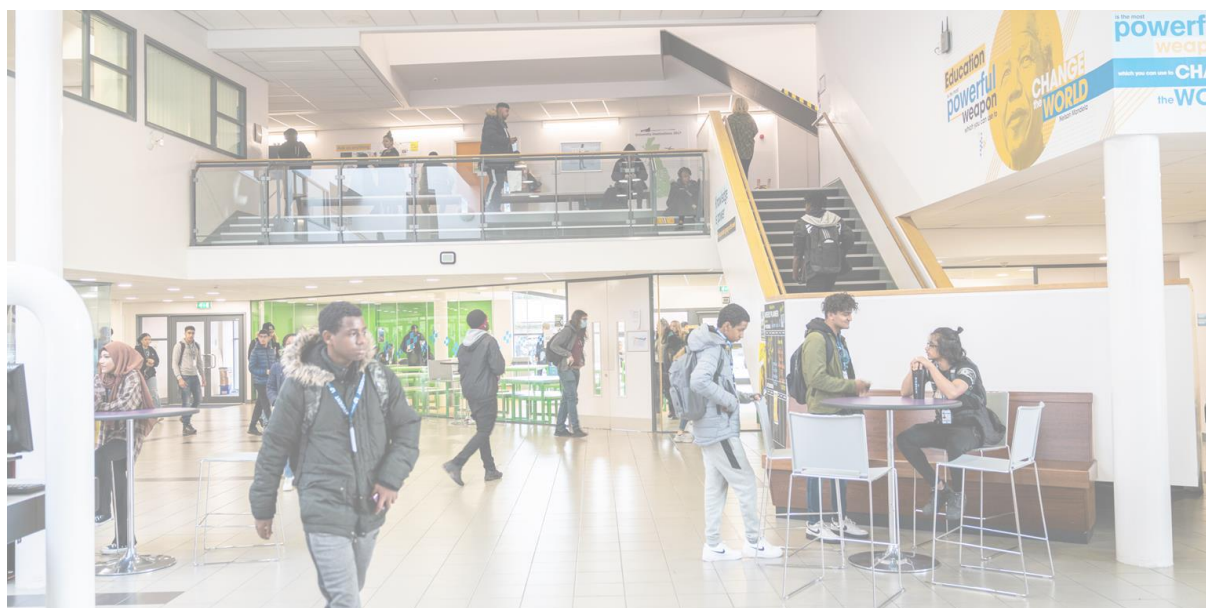
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop thier character and skills with Longley Park Sixth Form.



Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

A message from our CEO, Mike Westerdale.

Across the Brigantia Learning Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world.



Mike Westerdale
Chief Executive Officer

Our core vision is to change and enhance life chances. We are dedicated to Creating Excellence Together. We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed.

We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.

Within the Brigantia Learning Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and ever-changing society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values. If you want to find out more about becoming a Brigantia Learning Trust academy, please click [here](#).

We want every young person to leave our academies as courageous and empowered young adults, boldly ambitious and prepared to make informed decisions about their future.

I am incredibly proud to be CEO of the Brigantia Learning Trust and on behalf of all pupils, students, staff and Trustees invite you to visit our academies, experience our ambitious culture and meet with our team, to find out more about how we can make sure your child is as successful as they possibly can be.

Mike Westerdale, CEO Brigantia Learning Trust.



Longley Park Sixth Form

A member of Brigantia Learning Trust

JOB DESCRIPTION AND PERSON SPECIFICATION

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE	Academic Tutor
GRADE	Support staff Grade 5 points 15 – 20 (£27,803 - £30,296) – Pro rata based on 39 weeks – term time
RESPONSIBLE TO	Achievement Leader
BASE	Longley Park Sixth Form
RESPONSIBLE FOR	<p>To deliver tutorial sessions each week to learners</p> <p>To oversee a caseload of students and their programmes to ensure successful completion of their studies</p>
EMPLOYMENT DUTIES	Timely and appropriate liaison in support of students, with teachers, other Sixth Form staff and parents or carers will also be expected to take place. To take a lead in the planning, delivery and evaluation of a specific aspect of student support across the Sixth Form as a whole.
PURPOSE OF THE JOB	To work as part of a team providing targeted support to a caseload of students through the delivery of weekly tutorials. Support will focus on ensuring students understand and are meeting Sixth Form expectations. The support will ensure students have the highest attendance possible, achieve their learning goals in order to progress to level 3 programmes, employment or further training.

DIMENSIONS:

Direct reports: None

Budget responsibility: None

Pay:

MAIN DUTIES AND RESPONSIBILITIES

1. To deliver tutorial sessions on a weekly basis based on PSHE and preparing students for the wider world and positive progression
- 2.
3. To oversee a caseload of learners and their programmes to ensure successful completion of their studies
4. Work with students to ensure they understand their target grade, to set targets for the year, to review in-year progress and plan support where necessary
5. To identify student barriers to learning and implement a range of strategies to overcome these
6. To develop and agree individual learning plans, identify SMART targets and set aspirational goals with students, in liaison with subject teachers
7. To track and monitor progress and achievement, initiating specific interventions to encourage student engagement and active participation in learning and assessment
8. To liaise with Student Engagement colleagues e.g. Assistant Principals, Achievement Leader, ALS Coordinators, the Learning Resource Centre, Careers and Progression
9. Encourage students to engage in a broad range of additional learning opportunities
10. To keep confidential records and provide reports as required.
11. To participate in relevant team meetings, as required.
12. To continually reflect on best practice and actively contribute to the further development of the role and effectiveness of the service to students.
13. To take responsibility for a Sixth Form wide event

General

1. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in Sixth Form staff review and development schemes.
2. Compliance with all Sixth Form policies and procedures.
3. Comply with all legislative and regulatory requirements.
4. To promote a positive image of the Sixth Form.
5. Any other duties commensurate with the level of the post, which may be required from time to time.

PERSON SPECIFICATION

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Application Form	Interview	Presentation	Assessment Centre	Other
Qualifications					
General qualifications to at least Level 3 (A-Level)	X				
Any appropriate learning support qualifications	X				
Knowledge					
Understanding of post-16 education an advantage	X	X		X	
Experience					
Experience of working with young people in a supportive or teaching role	X	X			
Experience of helping others to develop skills, ideally in numeracy or literacy	X	X			
Experience of administrative systems	X	X		X	
Experience of working as a member of a team	X	X		X	
Technical Skills / Abilities					
The equivalent of at least a Level 2 qualification in English and Maths in order to support literacy and numeracy	X				
Any specialist qualifications in areas such as dyslexia, learning support, ESOL etc.	X	X			
A teaching / learning support qualification	X	X			
Mentoring or counselling skills or qualifications	X	X			
Personal Attributes					
Committed to excellence, equal opportunities, continuous improvement, customer focus, team working and self / staff development	X	X		X	
Flexible and approachable, enthusiastic and self-motivated	X	X		X	
Willingness to take part in first aid training and subsequent duties		X			

